

DOCUMENT MODIFICATION REQUEST (DMR)

PAGE 1 of 2

Refer to 1-A01-PPG-001 for Processing Instructions.
Print or Type All Information (Except Signatures).

2. Existing Document Number/Revision 2-E04-ER-ADM-05.07 Rev. 2			1. Date 04/11/95		25. DMR No. 95-DMR-000332	
4. Originator's Name/Phone/Pager/Location Steven Retundi X-8524 D-1280 Bldg. 080			5. Document Title ERPD Preparation and Use of Document Modification Requests			
6. Document Type <input checked="" type="checkbox"/> Procedure <input type="checkbox"/> Other _____		7. Document Modification Type (Check only one) <input type="checkbox"/> NEW <input type="checkbox"/> INTENT CHANGE <input type="checkbox"/> EDITORIAL CORRECTION <input type="checkbox"/> REVISION <input checked="" type="checkbox"/> NONINTENT CHANGE <input type="checkbox"/> CANCELLATION				
8. Item	9. Page	10. Step	11. Proposed Modifications			
1	11	5.12	Add a new section for Training to review DMRs for training requirements.			
2	13	6.1 [12]	Add a note prior to the step stating that Training is to be entered on the concurrence block to acknowledge training requirements. Reword step 12 to include Training as being identified in block 13.			
3	14	6.1 [23]	Change the responsibility of assigning the effective date from "DCC" to "Responsible Manager".			
		6.1 [23]	Reword the step so that the effective date is determined by the SME and Writer with agreement of DCC and Project Services based on the actual need.			
4	18	6.4 [8]	Same as item 3.			
5	16	6.3 [12]	Add a step for Training to enter a "yes" or "no" in block 14 after determining whether training will be developed or changed to existing content. Renumber the following steps.			
12. Justification (Reason for Modification, EJO #, TP #, etc.)						
1, 2, and 5-By allowing Training to review all DMRs will speed up the process in developing or revising training material. 3 and 4-The Responsible Manager with assistance from the SME, Writer, DCC, and Project Services is required to assign the effective date to all documents after addressing training requirements.						
If modification is for a new procedure or a revision, list concurring disciplines in Block 13, and enter N/A in Blocks 14 and 15. If modification is for any type of change or a cancellation, organizations are listed in Block 13, then Concurrency prints, and signs in Block 14, and dates in Block 15.						
13. Organization		14. Print, Sign (if applicable)				15. Date (if applicable)
DMRS		<i>K. Bentzen</i>				5/11/95
EOM		<i>M. Broussard</i> M.C. Broussard				5/14/95
SPP		<i>V.P. Valencia</i> V.P. Valencia				5/14/95
OU 5.6.7		<i>Elmer</i>				5/14/95
IA DU/DD		<i>B.D. Petermann</i> B.D. Petermann				5/9/95
GRP100.02		<i>A.L. Primrose</i> A.L. Primrose				5-4-95
PS		<i>D.G. Breen</i>				5-3-95
QA		<i>W.L. Breen</i> W.L. Breen				5-3-95
ED		<i>W.L. Breen</i> W.L. Breen				5-3-95
TRAINING		<i>A. Bentzen</i>				5-3-95
16. Originator's Supervisor (print/sign/date) Darlene Breen <i>D.G. Breen</i> 5-1-95						
17. Assigned SME/Phone/Pager/Location Darlene Breen X-6997 D-6140 Bldg. 080			18. Cost Center		19. Charge Number	20. Requested Completion Date
22. Accelerated Review? <input type="checkbox"/> Yes <input type="checkbox"/> No			23. ORC Review			
24. Responsible Manager (print/sign/date) Kave Bentzen <i>K. Bentzen</i> 5-11-95						

DMR (continuation sheet)

Page 2 of 2

Refer to 1-A01-PPG-001 for Processing Instructions.

Print or Type All Information (Except Signatures).

25. DMR No. 95-DMR-000332

4. Document Number/Revision			5. Document Title	
E04-ER-ADM-05.07 Rev. 2			ERPD Preparation and Use of Document Modification	
8. Item	9. Page	10. Step	11. Proposed Modifications	
6	19	6.4 [16]	Same as item 5.	
7	19	6.5 [4]	Add a step for Training to enter a "yes" or "no" in block 14 after determining whether training will be developed or changed to existing content. Renumber the following steps.	
12. Justification (Reason for Modification)				
6-By allowing Training to review all DMRs will speed up the process in developing or revising training material.				
7-The Responsible Manager with assistance from the SME, Writer, DCC, and Project Services is required to assign the effective date to all documents after addressing training requirements.				

**ROCKY FLATS ENVIRONMENTAL
TECHNOLOGY SITE**

**ERPD ADMINISTRATIVE
PROCEDURES MANUAL
CATEGORY 1**

**Manual No.: 2-11000-ER-ADM
(a.k.a. 3-21000-ADM)**
Procedure No.: Table of Contents, Rev 38
Page: 1 of 3
Effective Date: 05/21/95
Organization: Environmental Restoration

**TABLE OF CONTENTS FOR
ENVIRONMENTAL RESTORATION PROGRAM DIVISION
ADMINISTRATIVE PROCEDURES MANUAL**

Procedure No.	Title	Rev. No.	Effective Date
01.01	ER Organization		
02.01	2-F94-ER-ADM-02.01 - Training	1	12/01/94
02.02	Personnel Qualifications	0	08/15/91
03.04	Control of QAA Development	0	09/23/91
04.01	Procurement Document Control	0	04/08/92
05.01	2-E95-ER-ADM-05.01 - Procedure Development	1	06/01/94
94-DMR-001227	Appendix Replacement	1	07/05/94
05.03	RFI/RI Work Plan Development	0	08/15/91
94-DMR-002179	Extension of DCN 93.01	0	11/23/94
05.05	2-E02-ER-ADM-05.05 - Document Review	1	06/01/94
94-DMR-002108	DOE/RFFO Review Determination Inclusion	1	12/01/94
94-DMR-002218	Allowance of Delays for Late Comments	1	12/01/94
05.07	2-E04-ER-ADM-05.07 - Environmental Restoration Program Division (ERPD) Preparation and Use of Document Modification Requests	2	10/07/94
94-DMR-002219	ERPD Training Process Facilitation	2	Canceled
95-DMR-000318	Cancel of 94-DMR-002219	2	03/22/95
95-DMR-000332	Text Modification	2	05/21/95
05.08	Forms Control	0	09/23/91
05.10	2-G06-ER-ADM-05.10 - Control of Scientific Notebook Systems	0	07/15/94
05.11	Preparation of Instructions	0	04/08/92

DOCUMENT CLASSIFICATION REVIEW WAIVER
PER R.B. HOFFMAN, CLASSIFICATION OFFICE
JUNE 11, 1991

**ROCKY FLATS ENVIRONMENTAL
TECHNOLOGY SITE****ERPD ADMINISTRATIVE
PROCEDURES MANUAL
CATEGORY 1****Manual No.:****2-11000-ER-ADM
(a.k.a. 3-21000-ADM)****Procedure No.:****Table of Contents, Rev 38****Page:****2 of 3****Effective Date:****05/21/95****Organization:****Environmental Restoration**

Procedure No.	Title	Rev. No.	Effective Date
06.01	2-G01-ER-ADM-06.01 - Document Control	1	12/22/94
06.04	2-N93-ER-ADM-06.04 - Map Control	0	10/31/94
08.01	Control and Identification of Items, Samples, and Data	0	04/08/92
08.02	2-G32-ER-ADM-08.02 - Evaluation of ERM Data for Usability in Final Reports	0	10/21/94
94-DMR-001986	Laboratory Detection Limit	0	10/21/94
08.03	2-J77-ER-ADM-08.03 - Graded Validation	0	Rescinded
08.05	2-J76-ER-ADM-08.05 - Contract Compliance Screening	0	Rescinded
10.01	Inspections	0	04/08/92
12.01	2-G16-ER-ADM-12.01 - Control of Measuring and Test Equipment	1	05/12/95
15.01	Control of Nonconforming Items and Activities	1	10/12/92
16.01	Corrective Action	0	04/08/92
17.01	2-G18-ER-ADM-17.01 - Records Capture and Transmittal	0*	10/31/94
*This revision supersedes procedure 3-21000-ADM-17.01 Revision 0.			
95-DMR-000090	DCN 93.02 Incorporation	0*	01/27/95
17.02	Administrative Record Document Identification and Transmittal	1	04/20/95
95-DMR-000316	Text Modification	1	04/20/95
95-DMR-000323	Changes to the Technical Content	1	04/24/95
17.09	2-N96-ER-ADM-17.09 - Records Identification, Preliminary Preparation, and Creation	0	10/31/94
•95-DMR-000329	Text Modification	0	05/21/95

**INFORMATION
ONLY**

**ROCKY FLATS ENVIRONMENTAL
TECHNOLOGY SITE**

Manual No.:

**2-11000-ER-ADM
(a.k.a. 3-21000-ADM)**

**ERPD ADMINISTRATIVE
PROCEDURES MANUAL
CATEGORY 1**

Procedure No.:

Table of Contents, Rev 38

Page:

3 of 3

Effective Date:

05/21/95

Organization:

Environmental Restoration

18.02	Surveillance Activities	1	04/08/92
Procedure No.	Title	Rev. No.	Effective Date
18.03	2-G21-ER-ADM-18.03 - Readiness Assessments	1	08/24/94
94-DMR-002243	Training & Records Corrections and Editorial Changes	1	12/16/94
94-DMR-002293	Clarification of Category 3 Assessment	1	12/16/94
18.05	2-G23-ER-ADM-18.05 - Environmental Restoration Management Self Evaluation	0	07/15/94
21.01	2-F73-ER-ADM-21.01 - ERPD Commitment Tracking	0	01/13/95
95-DMR-000321	Text Modification		05/15/95
AQD.08	Preparation of EPA Form R	1	10/10/91

LIST OF EFFECTIVE PAGES

<u>Pages</u>	<u>Effective Date</u>	<u>Change Number</u>
1-45	10/07/94	93-DMR-000498
11	05/19/95	95-DMR-000332
13-14	05/19/95	95-DMR-000332
16-19	05/19/95	95-DMR-000332

TOTAL NUMBER OF PAGES: 45

5.9 Responsible Manager

Reviews and dispositions comments from all reviewers.

Completes, including identification of required concurrences, and approves DMRs.

Ensures that all personnel are appropriately trained and qualified to perform the duties, tasks, and responsibilities of their assigned jobs.

Ensures that personnel training and qualification requirements for activities described in this procedure have been identified.

Ensures that ERPD EG&G subcontractor personnel obtain required training and meet specified qualifications.

Ensures that documentation and verification of both ERPD-specific training and Performance-based Training have been documented.

Ensures training to the DMR is completed prior to work performed.

5.10 Subject-matter Expert (SME)

Reviews and provides concurrence on DMRs to ensure the adequacy of the document after the change.

5.11 Originator's Manager (or supervisor)

Reviews and provides concurrence on DMRs.

5.12 Training

Ensures that DMRs are reviewed for training requirements.

95-DMR-000332

6.1 Initiation of DMRs (continued)

Responsible Manager

- [9] **IF** the DMR can be incorporated into the procedure at the time of the next revision,
THEN:

[A] Record "Consider in next revision" or equivalent wording on the DMR.

[B] Approve the DMR by completing Block 24.

- [10] **IF** the DMR is to be rejected,
THEN:

[A] Go to Section 6.2.

- [11] Ensure that changes or revisions to plans, procedures, or instructions are reviewed and approved in the same manner as the original document, and under no circumstances shall a review of a controlled document, procedure, or instruction be bypassed without the approval of the cognizant manager and the DM&RS QAPM.

NOTE: *In addition to concurors, Training is entered in Block 13 for the purpose of acknowledging training requirements, not to establish concurrence.*

- [12] Ensure that Training and the required concurors for the DMR are identified in Block 13 as specified in the DRAM.

- [13] **IF** the change is to an OPS procedure and ANY of the following exists:

- The changes affect the Limitations and Precautions section, the Prerequisites, a Warning, or a Caution,
- The changes add or revise an activity,
- The changes have an identified or recognized safety impact,
- A reviewer or concuror requests health and safety review and concurrence,

THEN obtain the review and concurrence from Industrial Hygiene, Occupational Safety, and Radiological Health and Engineering, as appropriate.

- [14] Review and correct the DMR, as necessary.

Table 2-1 of Appendix 2 contains a description of the appropriate information.

- [15] Obtain and record on the DMR the information in Table 2-2, DMR Responsible Manager Information of Appendix 2, DMR Responsible Manager Information.

NOTE *The information marked with an asterisk is completed before the DMR number, which is recorded in Block 25, is obtained. The other data are normally completed or obtained after the DMR number is obtained.*

95-DMR-000330

6.1 Initiation of DMRs (continued)

- [16] **WHEN** information marked with an asterisk in Table 2-2 of Appendix 2 has been obtained,
THEN submit the DMR to P&PT.

P&PT

- [17] Review the DMR, and have any inadequacies corrected by the Responsible Manager.
- [18] Submit the DMR to the Responsible Manager for concurrence.

Responsible Manager

- [19] Submit the DMR to the DCC to obtain a DMR number in Block 25.

DCC

- [20] **IF** Block 25 is **NOT** completed,
THEN record the DMR number in Block 25.
- [21] Return the DMR to the Responsible Manager.

Responsible Manager

- [22] Go to the applicable section for the type of document change.

Section 6.3 is used for Intent changes. Section 6.4 is used for Nonintent changes. Section 6.5 is used for Editorial Changes. Section 6.6 is used for Work Plan Intent changes. Section 6.7 is used for Document Development or Revision. And Section 6.8 is used for Document Cancellation.

95-DMR-000332

- [23] Ensure that the effective date in Block 21 of the DMR has been recorded.

The effective date is determined among the SME, Writer, DCC, and Training based on the actual need of the document in the field. The effective date never predates the approval date recorded in Block 24.

- [24] Forward the following to the DCC:
- The DMR and the affected pages or document if new or revised
 - Any applicable History File information or data

DCC

- [25] Distribute the DMR in accordance with 3-21000-ADM-06.01, Document Control.
- [26] Add any History File supplied with a DMR to the existing document's History File.

6.3 Intent Change (continued)

Work Package Manager (continued)

- [6] **IF** the change is a modification of a work plan or other work controlling plans
AND the change is being made directly from an EPA/CDPHE-DOE-approved TM,
THEN go to Section 6.6, Work Plan Intent Changes Based on a Technical Memorandum.

Responsible Manager

- [7] Submit the DMR to P&PT.

P&PT

- [8] Prepare modified pages and List of Effective Pages.
- [9] Return the DMR and changes to the Responsible Manager for concurrence.
- [10] Submit the DMR to concurrors listed on DMR.

NOTE *Throughout this procedure, the review, revision, and concurrence process may occur as necessary to obtain a complete product. Initialing the DMR for concurrence indicates that any comments have been resolved.*

Concurrors

- [11] Submit to the Responsible Manager any comments on a Comment Review Sheet.

Training

- [12] Enter 'yes' or 'no' in block 14 to indicate whether training will be developed or changes to existing training content will be incorporated.

Responsible Manager

- [13] Revise the DMR, as needed, to resolve any comments.
- [14] Document resolution of any comments in accordance with 2-E02-ER-ADM-05.05.
- [15] Obtain documentation of reviewers' concurrences in Blocks 14 and 15.

Concurrors

- [16] **IF** the concurrior's organization concurs with the DMR,
THEN sign and date blocks 14 and 15 for the respective organization.

Responsible Manager

- [17] **IF** comments are received on the DMR,
THEN resolve comments through utilization of the same process in accordance with 2-E02-ER-ADM-05.05.
- [18] Return a copy of the final comment resolution and concurrence to the reviewer.

95-DMR-000332

6.3 Intent Change (continued)

Responsible Manager (continued)

[19] IF an ORC review or Safety Screen is required based on a review of:

- The document History File
- The changes being made
- 1-52000-ADM-02.01, Operations Review Committee
- 1-91000-NSM-04.03, Safety Evaluation Screens
- The procedures referenced below or Appendix 6, ORC Review Determination,

THEN complete the following, as applicable:

[A] Arrange for the completion of the Safety Screen requirements in accordance with 1-91000-NSM-04.03, Safety Evaluation Screens, as necessary.

[B] Arrange ORC review in accordance with 1-52000-ADM-02.01.

Assistance in implementing this requirement can be obtained from the QAPM.

[20] Approve the DMR by signing and dating the DMR in Block 24.

[21] IF the document being modified had DOE concurrence,
THEN obtain DOE input on the DMR.

[22] Go to Step 6.1[23].

6.4 Nonintent Change

NOTE Step [1] to [5] for the Responsible Manager may be completed in any order.

Responsible Manager

NOTE Abbreviated reviews are for Nonintent changes only. This process may not be used for other changes, such as intent changes.

[1] IF the DMR does NOT require immediate implementation,
THEN go to Step [10].

The steps before Step [10] address a process that allows an abbreviated review process before issuing an Interim Approved DMR. After issuance, the balance of the review is completed, and then the final DMR which replaces the interim approved DMR is issued. This process is only implemented at the discretion of the Responsible Manager.

[2] Obtain the review, resolving review comments as needed, and concurrence of the QAPM.

6.4 Nonintent Change (continued)

Responsible Manager (continued)

- 95-DMR-000332
- [3] **IF** this is an OPS procedure,
THEN obtain the review, resolving review comments, as needed, and concurrence of Industrial Hygiene, Occupational Safety, or Radiological Health and Engineering, if applicable.
 - [4] Approve the DMR for implementation (Block 24) at the Responsible Manager's discretion.
 - [5] Complete Block 20.
 - [6] Submit the DMR to the DCC with notification that this is an Interim Approved DMR issuance.
 - [7] Ensure that training to the DMR is completed in accordance with 1-31000-COOP-011, Pre-Evolution Briefing.
 - [8] Ensure that the effective date in Block 21 of the DMR has been recorded.

The effective date is determined among the SME, Writer, DCC, and Training based on the actual need of the document in the field. The effective date never predates the approval date in Block 24.

DCC

- [9] Issue the DMR with appropriate label(s) in Block 11 as an Interim Approved DMR with an expiration date 14 days after the interim approval.
- [10] Submit the DMR to P&PT.

NOTE *The balance of the review (Table 3 of Appendix 3, ERPD Document Modification Worksheet) is to be completed, and the interim approved DMR is to be replaced with the approved version.*

P&PT

- [11] Submit the DMR to the organizations in Block 13 that have not concurred with the DMR.
- [12] **IF** all signatures are **NOT** received within the 14-day period,
THEN perform the following actions:
 - [A] Evaluate the need for and initiate, as necessary, a Nonconformance Report (NCR) or a Deficiency Report (DR) to address any activity or data completed while an interim approved DMR is in use
 - [B] Reject the DMR in accordance with Subsection 6.2

6.4 Nonintent Change (continued)

P&PT (continued)

- [13] Prepare modified pages for the procedure and List of Effective Pages.
- [14] Obtain documentation of reviewers' concurrences in Blocks 14 and 15.

Concurrors

- [15] **IF** the organization concurs with the DMR,
THEN sign and date Blocks 14 and 15 for the respective organization.

Training

- [16] Enter 'yes' or 'no' in block 14 to indicate whether training will be developed or changes to existing training content will be incorporated.

Responsible Manager

- [17] **IF** comments are received on the DMR,
THEN resolve comments in accordance with 2-E02-ER-ADM-05.05, ERPD Document Review Process.
- [18] Document resolution of any comments in accordance with 2-E02-ER-ADM-05.05.
- [19] Return a copy of the final comment resolution and concurrence to the reviewer.
- [20] Approve the DMR by signing and dating the DMR in Block 24, unless completed in Step [4].
- [21] Go to 6.1[24].

6.5 Editorial Change

Responsible Manager

- [1] Obtain the review and concurrence of the QAPM in Blocks 14 and 15.
- [2] Approve the DMR by signing and dating the DMR in Block 24.
- [3] Forward the following to the DCC:
 - The DMR and the affected pages or document if new or revised
 - Any applicable History File information/data
- [4] Record or revise the effective date in Block 21 of the DMR.
The effective date never predates the approval date recorded in Block 24.

DCC

- [5] Distribute the DMR in accordance with 3-21000-ADM-06.01, Document Control.
- [6] Add any History File supplied with a DMR to the existing document's History File.